

## CIVIL SERVICE COMMISSION MEETING

April 4, 2019

Meeting opened at 1:00 pm.

PRESENT: Thomas Majeski, Thomas Kicher, Chief Collins, Sgt. Matt Naegle, Acting Fire Chief Serazin, Law Director James O'Leary, Executive Assistant Gloria Majeski & Carolyn Patton

### OLD BUSINESS:

- Meeting Minutes of February 4, 2019 were approved.
- The current Fire Department list of candidates was approved, with the notation that this current list expires in June, 2019.
- Chief Collins went into great detail to explain the Sergeant Supervisory Examination as the tool used as the Police Chief Exam. The positive aspects of this exam were highlighted and the fact that some Police Departments were using this as the assessment in hiring lateral transfer candidates. The timeline for administering this three hour test was set for the end of May and Civil Service Members would monitor the exam. It was also noted that Department exams were given on a one year cycle in many area departments,
- Chief Collins explained the benefit of hiring lateral transfer candidates without administering the entrance exam.
- Chief Collins asked for using the lateral transfer process without administering the test, if there was only one open position. This would be a straight lateral transfer and has been used by other cities as an option since 2009 without any issues.
- Options: Straight lateral transfer vs. lateral transfer with test given, if the current list of candidates was exhausted.

- Both Chief Collins and Acting Fire Chief Serazin agreed that both options be used.
- Tom Majeski explained the Ohio Police & Fire Pension System regulations, as are also stated in the Willoughby Hills Civil Service Regulations Manual (Section 4). Any changes made to the Civil Service regulations should conform to Ohio Police & Fire Pension System regulations.
- Acting Fire Chief Serazin expressed concern of using the current Fire Dept list of applicants. Tom Majeski noted that the list will expire in June.

#### NEW BUSINESS:

- Tom Kicher presented the revised CSC Vetting Checklist This list was accepted by the CSC members and will be submitted to the Law Director for review.
- The next meeting was set for Tuesday, April 23, 2019 at 2:00 p.m.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

*Carolyn V. Patton* 8.14.19  
Carolyn V. Patton, Secretary

*Thomas J. Majeski* 8/14/19 *Thomas V. Kicher* 8/14/2019  
Thomas Majeski Date Thomas Kicher Date